Add Categories, Items, & Modifiers to Menu

Add Categories

1) On your Clover device, open the Inventory app.
2) Tap Categories.
   a) At the lower right corner, tap Add .
3) Enter the name for this new category and then tap Done.
4) (Optional) Add a new item to this category:
   a) At the lower right corner, tap Add .
   b) Enter new item details and then tap Save. For more, check out the steps for adding a new item.
5) (Optional) Add existing items to this category:
   a) At the top right, tap Edit .
   b) Check the box for each item you want to add.
   c) Tap Save.

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Category Name

Test Category   3

Items in Category

Assign items to this category

Items

There are no items in the category.

Save   Cancel

Category Name

Test Category

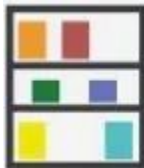**Items in Category**

Assign items to this category

Items   4

10 items in category

Items below are displayed in the same order they will appear on your Clover device. Drag and drop items to reorder them.

≡ Pizza	≡ Fried Filet Of Sole	≡ Chicken	≡ Short Stack French Toast
$5.00	$11.00	$8.00	$4.95

≡ French Toast	≡ House Wrap	≡ Avocado Quinoa Bowl	≡ Avocado With Siracha
$5.95	$11.95	$12.95	$10.95

Save   Cancel

Add [Item](#) to the menu

Open up Inventory app, click on on "Items" on the left side of the screen

1. Name the item
2. Set price:
   a. Fixed - standard price
   b. Variable - custom price every time you add to order
   c. Per unit - $5 per pound
3. Add item to category
   a. Example adding ice cream to dessert category
4. Modifier groups
   a. Example modifier - "side choices" (fries, salad, fruit)
5. Labels
   a. Label item to kithen printer
6. Taxes - make sure item has tax rate
7. Save.
   a. Item now added to inventory

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Name

1 name of menu item

Alternate Name

Item options: ☑ Show in Register   ☐ Non-revenue item

Price

$0.00   Fixed ▾

2 Set fixed, variable or per unit pricing (weight is used for fish)

Category Name

3 Add item to category ▾

Modifier Groups

4 Add modifiers group (Ex. Sides)

Labels

5 Label item to kitchen printer ▾

Taxes

6 Taxes   add tax rate ▾

Product Code

SKU

⊗ Default Taxes and Fees

7 Save   Cancel

Add group Modifiers

1. On your Clover device, open the Inventory app.
   Tap Modifiers.
   ● At the lower right corner, tap Add .
2. Enter a modifier group name and tap DONE. (Ex. Meat)
3. At the lower left, tap ADD MODIFIER.
4. Enter a modifier name. (Ex. Chicken, Lamb, Befteki, Pork, Gyro)
5. If you are showing alternate names (Ex. Chicken to appear as κοτόπουλο)
6. If you want to charge different prices for each modifier, add the price.
7. Tap Save.
8. Define what servers see when they take an order:
   ● Min: From the drop-down list, tap and choose the minimum number of modifiers the server should select. (Ex. cooked meat. Modifiers are rare, medium rare, well done - the minimum is 1)
   ● Max: From the drop-down list, tap and choose the maximum number of modifiers the server should be able to select. Tap Save. (Ex. cooked meat. Modifiers are rare, medium rare, well done - the maximum is 1)

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Add / Remove [modifiers](#) to items

1. On your Clover device, open the Inventory app. Tap Items.
   - Find your item:
     i. You can swipe to scroll through the item list.
     ii. You can filter the list in the Search box at the top right by entering the first few (or any) letters in the item name.
2. Tap the item name to open its detail page.
3. Tap Modifiers Edit .
4. Choose an option:
   - To add modifiers to this item, select the modifier group.
   - To remove modifiers from this item, deselect the modifier group.
5. Tap Save.

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Add Clover Inventory via Excel

Log into clover dashboard

1. Go to Inventory
    a. Locate "Items"
2. Download template to see how excel should be formatted
3. "Import Inventory" in the top right corner once menu is imported into excel